Enrollment Exceptions Inquiry Application – Health Plans

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General Information

The application provides Health Plans with a web-based application that is designed to provide a spreadsheet that compares the ETF health insurance database with the information from the Health Insurance Provider. This will be used to replace the full file comparison process. Access will be limited to specific health plan data.

One specific Health Plan cannot view contracts that are with another Health Plan.

Special Notes

- The individual accessing the system must obtain security clearance by submitting the Online Network for Health Plans Security Agreement, form ET-8937.

- The application requires your Web browser to have cookies enabled and JavaScript on.

- For additional assistance, please call: (608) 264-9182 or (608)266-7705.

Step-by-Step Instructions (Text Only)

1) Enter the Online Network for Health Plans (ONHP) Portal

2) Select the "Health Plan Enrollment Exceptions Inquiry" link.

3) The "ETF Web Application Logon" screen will appear.

4) Type your User ID.

5) Press the "Tab" key.

6) Type your password.

7) Click "Log In"

8) Type your three-digit Health Plan number (this three-digit code will be provided via email once authorized).

9) Click the "Submit" button.

10) The "Health Plan Enrollment Exceptions Inquiry" search screen will appear.

   a) NOTE: Due to the large amount of detailed information that is available, it is important that you filter the information as much as possible. The more you define the search, the more focused the search results will be to your needs.

   b) "Health Carrier" field – Select the carrier to view. There is an option to select "All" carriers in the event that there is a need to view a complete listing.

   c) "Employer Group" field - Select the specific employer to view.

   d) "Exception Category" – Select either subscriber or dependent mismatches.

   e) "Exception Type" – Select the specific type of exception to view.

   f) Click the "Display" button.

   g) The search results will appear on the bottom portion of the screen.

   h) "Clear" button – This will remove the current search criteria.

   i) "Save as" button – Click this button to export the search results to as an Excel spreadsheet (please note: ETF will only be maintaining a rolling year of data).

   j) When finished, click the "log out" link directly below the ETF Logo in the upper right corner of the screen. This will return you to the ONHP portal.

Step-by-Step Instructions with Visuals

Click here
to begin

ETF Web Applications Logon

Type your User ID and Password

User ID:

Password:

Login   Reset

Health Plan Logon

Instructions   Logout

This Internet application is intended for use by health plans to verify health insurance coverage for their clients.

Please enter your Health Plan Code and press enter.

Health Plan Code: [ ]   ← **Type your three digit Health Plan Number and click on "Submit" button**

Submit

Health Plan Enrollment Exceptions Inquiry

Select the search criteria from the drop down boxes. Avoid selecting "All" in multiple fields.

Health Plan: UNITY HEALTH PLANS INSURANCE CORPORATION

Health Carrier: [- ▾]

Employer Group: [- ▾]

Exception Category: [▾]

Exception Type: [- ▾]

[Clear]   [Display]   [Save As]

Health Plan Enrollment Exceptions Inquiry

Health Plan: HEALTH PLAN CORPORATION

Health Carrier: 79 - COMMUNITY

Employer Group: 00000 - EMPLOYE TRUST FUNDS, DEPT OF

Exception Category: ALL

Exception Type: 14 - Address 1 Mismatch

Clear   Display   Save As

Click here to see the search results.

Health Plan Enrollment Exceptions Inquiry

Health Plan: HEALTH PLAN CORPORATION

Health Carrier: [79 - COMMUNITY   ▼]

Employer Group: [00000 - EMPLOYE TRUST FUNDS, DEPT OF   ▼]

Exception Category: [ALL   ▼]

Exception Type: [59 - Dep Birth Date Mismatch   ▼]

**Click to save
the results as an Excel
spreadsheet.**

[Clear]   [Display]   [Save As]   ←

Carrier Code	Employer Group	Sub SSN	Dep SSN	First Name	Last Name	Birth Date	Role (Type)	Category			HP Value
79	00000	476841177.	311774520	JESSE	ANTONETTI	1987-09-20	DEPENDENT	Dependent Field Mismatches	Dep Birth Date Mismatch	07/14/1993	07/13/1994
79	00000	392741177.	311773104	THOMAS	SCHROEDL	1997-02-19	DEPENDENT	Dependent Field Mismatches	Dep Birth Date Mismatch	11/07/1991	11/07/1993
79	00000	047801177.	311776857	EMERSON	BRIGGS	1997-02-19	DEPENDENT	Dependent Field Mismatches	Dep Birth Date Mismatch	09/23/2005	09/28/2005
79	00000	353361177.	311779736	ROBERT	GIVENS	1972-06-05	DEPENDENT	Dependent Field Mismatches	Dep Birth Date Mismatch	04/17/1946	04/18/1946
79	00000	394881177.	311779543	EDWIN	SCOTT	1970-07-08	DEPENDENT	Dependent Field Mismatches	Dep Handicap Mismatch	N	Y

Health Plan Enrollment Exceptions Inquiry

Instructions   Logout ← **Click to logout and return to the ONHP portal.**

Health Plan: HEALTH PLAN CORPORATION

Health Carrier: 79 - COMMUNITY

Employer Group: 00000 - EMPLOYE TRUST FUNDS, DEPT OF

Exception Category: ALL

Exception Type: 14 - Address 1 Mismatch

Clear   Display   Save As